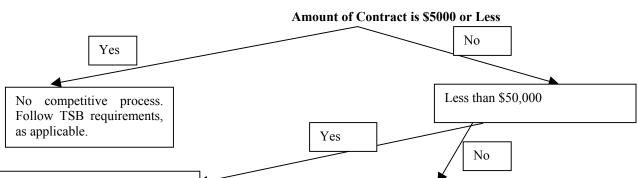
Purchasing Methods Flow Chart



- 1. Identify 3 bidders
- 2. Prepare solicitation document
- 3. Post notice to TSB
- 4. Issue solicitation document with date to respond
- 5. Document date/time of receipt of response
- 6. Evaluate responses
- 7. Select contractor(s)
- 8. Issue notice of intent
- 9. Prepare contract for negotiation
- 10. Acquire signatures following the appeal period
- 11. Document the entire selection & award process.

- 1. Document a detailed need statement (describe what you are trying to accomplish).
- 2. Draft the RFP.
- 3. Coordinate review of the draft RFP with agency staff.
- 4. Develop a schedule for the RFP.
- 5. Make arrangement for the vendors' conference, if there is one.
- 6. Prepare legal notice of forthcoming RFP and publish in newspapers.
- 7. Compile mailing list.
- 8. Complete final RFP document.
- 9. AG review, if needed.
- 10. Select RFP evaluators.
- 11. Draft scoring sheets to be used by evaluators.
- 12. Issue the RFP to all interested parties.
- 13. Document all telephone and written inquiries regarding the RFP.
- 14. Prepare agenda for the vendor conference. Include any questions regarding the RFP asked to date.
- 15. Conduct vendor conference (used for more complex procurements).

- Send addendum to the RFP including questions and answers from the vendor conference.
- 17. Accept proposals until deadline for submission.
- 18. Determine responsiveness of proposals.
- 19. Evaluate proposals and make award determination.
- 20. Obtain internal agency review and approvals for award.
- 21. Announce apparent successful contractor.
- 22. Notify unsuccessful proposers.
- 23. Negotiate contract.
- 24. Conduct debriefing conferences, if requested.
- 25. Finalize contract document.
- 26. Complete and submit any required forms.
- 27. Sign contract and begin work.